

Superior Court of California – County of Placer

JOB ANNOUNCEMENT

POSITION: Assistant Family Law Facilitator
(Full-time, At-will, FLSA Exempt Position)

RECRUITMENT NUMBER: 13-04

FINAL FILING DATE: **August 16, 2013 – 3:00 p.m.**

SALARY: Starting Salary: ¹Step A \$32.37per hour - \$5,611.06 per month

WORK LOCATION: Roseville, California

DEFINITION

Under the direction of the Family Law Facilitator, the incumbent will assist in the administration, development and day-to-day operation of the Court's Family Law Facilitator Program; to provide legal services to litigants not represented by counsel; to facilitate and expedite family law and civil proceedings; to perform related duties as assigned. This position provides direct services to self represented litigants.

DISTINGUISHING CHARACTERISTICS

The *Assistant Family Law Facilitator* is responsible for providing support in the overall management and operation of the Family Law Facilitator Program. The incumbent in this class assists in the supervisory responsibilities for the paraprofessional staff, clerical support, and interns/volunteers with the Family Law Facilitator.

ESSENTIAL FUNCTIONS

When assigned, all of the essential functions and tasks listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and tasks that may be assigned. The court reserves the right to assign or reassign duties as required to achieve business and operational objectives. Essential functions and tasks may include, but are not limited to the following:

1. Assists in monitoring and evaluating the work of subordinate staff; coaches paralegal and clerical staff in providing and limiting legal information; researches and addresses legal questions posed by other court staff and supervisors; assists in recruiting, training and supervising interns/volunteers.
2. Mediates complex family matters such as paternity, temporary or permanent child/spousal support and parentage proceedings.
3. Develop and provide direct services to clients referred by the Court or seeking assistance, including:
 - i. Meet with litigants to mediate issues of child support, spousal support, and maintenance of health insurance.
 - ii. Prepare support schedules based on statutory child support guidelines and local rules governing the establishment of temporary spousal support.
 - iii. Draft stipulations and orders addressing issues agreed to by the self represented litigants, including marital status terminations, property division,

¹ Salary range consists of eleven (11) steps with a 3.5% differential between steps.

paternity establishment, child support, spousal support, property division and establishment of guardianship.

- iv. Prepare formal orders and judgments consistent with the Court's announced order in cases where both parties are unrepresented.
4. Provides educational materials to parents concerning the process of authenticating parentage and establishing, modifying, and enforcing child and spousal support in the courts.
5. Conducts workshops for litigants unrepresented by counsel in Family Court and/or Probate Court.
6. Provides direct one-on-one legal assistance to self-represented litigants.
7. Distributes necessary court forms and voluntary declarations of paternity; provides assistance in completing forms regarding parentage, child and spousal support and health insurance issues.
8. Prepares support schedules based upon statutory guidelines.
9. Assists in the development and implementation of operational policies and procedures.
10. Assists in the planning, implementation, and administration of family law program activities and evaluates effectiveness of services.
11. Participates in court and community activities and committees.
12. Identifies community resources related to program services and community-based organizations.
13. Provides referrals to the Department of Child Support Services and other community agencies and resources that provide services for parents and children.

MINIMUM QUALIFICATIONS

Experience: One (1) year in the practice of law, which shall include substantial family law practice including litigation and/or mediation.

Educational Requirements: Graduation from an accredited school of law and active membership in the State Bar of California.

Substitution: One (1) year of experience performing legal work in a court based self-help center while attending law school may be considered.

Note: A graduate from law school may be provisionally appointed to an extra help Certified Law Student position pending the results of the July 2013 bar exam. The one (1) year of experience performing legal work in a court based self-help center while attending law school would be required.

Knowledge of pertinent federal and state family law, rules and regulations; child support law and the operations of the uniform state child support guidelines; child support establishment and enforcement process under Title IV-D of the federal Social Security Act; trial and hearing procedures and rules of evidence; program and policy development and implementation; family law-related resources and referral services; principles, practices, methods, and materials of legal research and analysis; legal terms, procedures, forms, and documents used in family law court cases; basic understanding of law and psychological issues related to domestic violence; principles and practices of employee supervision, including staff training and development; knowledge of Microsoft Outlook, WORD, and Excel programs as well as data processing applications related to the work; recordkeeping principles and practices.

Skills and Abilities to establish and maintain effective working relationships with the judicial officers, court staff, public and private agencies; work independently; present

statement of fact and law; analyze situations and resolve problems; efficiently use relevant computer programs and word processing software; work effectively, patiently, and directly to establish and maintain cooperative working relationships with proper litigants of diverse education, ethnic, and economic backgrounds; write clear, concise directions regarding filing and service requirements; make oral presentations to groups; develop, coordinate and conduct workshops; maintain confidential information when required by legal or ethical standards; provide for intern and/or staff training and development; communicate effectively orally and in writing; use independent judgment; speak standard English; use correct English grammar, spelling, and punctuation and read and write at a high school level; identify the need for and recommend changes to work operations.

Use traditional and computerized legal research methods; research, analyze, and apply legal principles, facts, and precedents to specific legal problems; analyze and appraise a variety of legal documents; research legal issues and present clear and logical arguments and statements of fact and law.

Desirable knowledge and abilities:

- Training and/or experience in the area of domestic violence
- Working with low income or non-English speaking persons
- Bilingual in conversational Spanish
- Experience with local community resources

Licensing Requirements: Applicants must possess a valid California driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. *This requirement will be reviewed on a position basis in accordance with ADA regulations.* Applicants must be a member in good standing with the California State Bar or pending the results of July 2013 Bar Exam may be acceptable for a provisional appointment.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view and computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and on the telephone. Specific vision abilities required by this job included close vision, distance vision; color vision, peripheral vision, depth perception, and the ability of adjust focus. Additional requirements include the ability to decipher color coded files, forms, and computer operation instructions.

Assigned incumbents are expected to work inside buildings, alone, or closely with others. Assigned work is performed in a standard court setting with open cubicles and offices. Routine noises and noise levels occur within the work environment. The employee is frequently required to sit, and stand, and move from place to place within the facility. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds will require team lifting. The employee may be assigned to various court locations in the county. The incumbent may be required to work additional hours.

SALARY & BENEFIT PACKAGE

The Superior Court values its employees and offers the following salary and benefits: salary range consists of eleven (11) steps with a 3.5% differential between steps with steps I, J and K being longevity steps; retirement plan administered by the California Public Employees Retirement System (CalPERS); health, dental, and vision plans; Court paid life

and accidental death insurance plans; 12 paid holidays, 1 floating holiday, 12 paid sick days and vacation accrual starting at ten (10) days per year. Employees also have access to an employee assistance program and a 457 deferred compensation plan. There is also a voluntary long-term disability plan and a voluntary life and accidental death insurance program.

RECRUITMENT & EXAMINATION PROCESS

All applicants applying for the position must complete an official *Placer Superior Court application*, the *supplemental application*, and the *background check disclosure form*. All applicable documents must have an original signature and date. If you are a practicing attorney, please provide a copy of your California State Bar card. If you are pending the results of the July 2013 bar exam, please provide a copy of your law school diploma.

Initial Screening - Applications, resumes (if provided) and statements of qualifications received before the deadline will be evaluated to determine if the candidate meets the minimum qualifications, as previously stated. The Court will further evaluate these documents and select for interview only those candidates it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview - Selected candidates will be interviewed to determine their relative knowledge, skills and abilities in job related areas. It is anticipated that interviews will be scheduled for September 4 and 5, 2013. The completed application package and the oral interview will be combined by the screening committee to determine the relative knowledge, ability, and skill levels in job related areas of all of the candidates selected for interview. Selection as outlined herein will be in accordance with Placer County Superior Court's Personnel Policies. An unranked eligible list may be promulgated and may be referred to in filling future vacancies, up to one year after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the unranked eligible list.

Eligible job applicants will be notified via telephone or letter of the oral examination prior to scheduling. It is the applicant's responsibility to notify Human Resources of a change of address or telephone number.

OTHER REQUIREMENTS

- Criminal History and Background Check – Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigations (FBI) and Department of Justice (DOJ).
- Drug Free Work Place – The Court is a drug-free workplace and has a comprehensive substance abuse policy. Some positions may require selected candidate to have a drug screen test. Test results indicating the use of illegal drugs may become grounds for conditional job offer to be rescinded or dismissal from employment.
- False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

The official application form is available on the court's web site, www.placer.courts.ca.gov or an application may be picked up at the front Information counter located at the Santucci Justice Center, 10820 Justice Center Drive, Roseville, California, weekdays between 8:00 a.m. and 3:00 p.m. Applications may be dropped off at the Santucci Justice Center, Jury Services Department (on the second floor) or mailed to Santucci Justice Center, P.O. Box 619072, Roseville, California 95661. *Faxed or emailed applications will not be accepted.*

Final filing date to submit applications: August 16, 2013 at 3:00 p.m.

The provisions of this bulletin do not create an expressed or implied contract.
PLACER COUNTY SUPERIOR COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicant Name

Superior Court of California – County of Placer

SUPPLEMENTAL APPLICATION FORM

Position: Assistant Family Law Facilitator

This supplemental application form is part of the application. Your responses must be submitted with your application packet by the final filing date listed. Applicants who do not complete this supplemental questionnaire will be eliminated from the selection process.

On one or more separate sheets of paper, answer each of the following questions. Restate the question before each answer and limit your response to one page or less per question. It is important to answer each question as clearly and concisely as possible. *Your responses will be used to evaluate your writing skills as well as your experience and qualifications when determining the most qualified candidates.*

1. Describe your qualifications specifically related to the position of Assistant Family Law Facilitator as follows:
 - a. Educational background including specific coursework related to family law.
 - b. Experience handling family law cases including determinations regarding parentage and child support.
 - c. Experience in mediation.
2. Describe your knowledge and experience in providing legal services to self-represented litigants.
3. Describe your experience, education and training in the area of domestic violence cases.
4. Please describe 1) your single biggest professional accomplishment and 2) a professional situation that you wish you could go back and do differently.